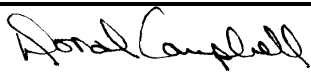
 <p style="text-align: center;">ADMINISTRATIVE POLICIES AND PROCEDURES State of Tennessee Department of Correction</p>	Index #: 118.01	Page 1 of 5
	Effective Date: May 15, 2000	
	Distribution: A	
	Supersedes: 118.01 (9/1/97) PCN 98-43 (8/1/98)	
Approved by:  Subject: RELIGIOUS PROGRAMS		

- I. AUTHORITY: T.C.A. 4-3-603, T.C.A. 4-3-606.
- II. PURPOSE: To ensure access to religious resources for all inmates.
- III. APPLICATION: To all Tennessee Department of Correction (TDOC) staff, volunteers who are involved in the operation of religious programming, all inmates, and employees of privately managed institutions.
- IV. DEFINITIONS:
  - A. Chaplain: A staff member who is an ordained or endorsed minister in his/her faith group, who remains in good standing, and who meets the requirements established by the Department of Personnel for employment as a chaplain. This individual is responsible for providing pastoral care and religious leadership within an institution.
  - B. Faith Group: Major faith groups are Buddhist, Catholic, Jewish, Muslim, Native American, Protestant, and Other. Sub faith groups are commonly called denominations, i.e., Baptist, Lutheran, Methodist, etc. Groups with any purpose other than religious exercise are not faith groups.
  - C. Religious Activity: An activity or program conducted by or under the supervision of the chaplain which is designed specifically for worship, religious education, spiritual guidance, or counseling.
  - D. Religious Practice: Study, prayer, and other liturgical activities, usually directed toward a god or gods, to achieve benefits in this life and/or eternity.
- V. POLICY: The department shall provide opportunities for inmates to voluntarily practice their religion and receive appropriate pastoral care.
- VI. PROCEDURES:
  - A. Security Threat Groups (STG):  
  
Inmate possession of STG-like materials or symbols will be prohibited. First Amendment free exercise protection applies to religious ideas and symbols by faith groups whose only purpose is religious, but it does not extend to STG's use of religious ideas and symbols.
  - B. Religious Staff:
    1. Institutional Chaplains

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- a. The institutional chaplain shall be responsible for planning, leading, administering, and coordinating religious activities and developing community resources to meet the religious needs of inmates within the guidelines set by policy with the approval of the warden. The warden may delegate approval authority for specific actions to the chaplain or other designee
- b. In institutions without a chaplain, the warden shall appoint one or more staff members to perform the chaplain's duties.
- c. Volunteers for religious assignments and religious program interns shall work under the supervision of the chaplain or other designated staff member.
- d. The chaplain shall be responsible for initiating programs, drafting budget requests, and submitting reports. The chaplain shall attend appropriate staff meetings and work with other staff for the well-being of the inmates and the institution.
- e. The chaplain shall have access to all areas of the institution, all staff, and all inmates.
- f. Chaplains shall be available to provide counseling to inmates in areas of religious concerns, personal matters, crisis or high anxiety situations, and/or family problems upon request from inmates. An appropriate private area should be made available for the chaplain to counsel persons without interruption.
- g. Inmates who are in segregation shall be afforded the opportunity to see a chaplain for crisis situations and at least weekly for routine matters.
- h. Chaplains shall remain in good standing with their faith group and retain their endorsed or ordained status. Chaplains shall be permitted to attend events of their faith group when participation is expected of all persons in their position. The expense for attendance shall be paid by the chaplain, but he/she shall be granted administrative leave for up to five days per year for such required attendance.
- i. On occasion, the chaplain may be asked to visit and/or counsel with staff or meet with staff's families in hospitals or funeral homes.
- j. The department shall not impose upon the chaplain any duties that are in conflict with the chaplain's faith group, i.e., marriage, baptism, communion. When a conflict exists, the chaplain shall make a reasonable effort to assist inmates in locating another TDOC chaplain or a community religious leader to fulfill the request.

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- k. The chaplain shall avoid proselytizing for his/her particular faith.
- l. The chaplain may, with the warden's approval, develop training opportunities for clergy and theological students and/or supervise field training for theology students where such programs can provide a valuable supplement to the religious programming at the institution.

2. Volunteer Clergy

- a. Inmates may receive visits from volunteer clergy. Names of the approved clergy and the inmates they are allowed to visit shall be provided by the chaplain or designated religious leader and maintained at checkpoint.
- b. All religious volunteers must comply with policies in the #115 series (Volunteer Services).
- c. Volunteer religious leaders should be recruited to assist in meeting the religious needs of all represented faith groups in the institution.
- d. Individuals or groups aspiring to be volunteers have no First Amendment right to minister in prison.
- e. Religion may be a factor in selecting volunteers, either to maintain balance between faith groups or to recruit a leader for a specific faith group.
- f. Volunteers may be required to inclusively lead groups and failure to do so may result in their dismissal.
- g. Volunteers may speak positively about their own faith but may not speak negatively about other faiths.

C. Individual Religious Practices:

- 1. Religious Diets: Inmates may select regular, pork-free, or meat-free meals from the standard menus to meet their personal or religious preference.
- 2. Religious Literature: Inmates may receive religious literature, materials, and books about religion or religious teaching in accordance with Policies #504.01 and #507.02. Chaplains will distribute donated religious literature.
- 3. Religious Objects: Inmates may possess objects of religious significance that are on the inmate personal property list. (See Policy #504.01.) Religious objects are not excluded from the volume limit. All objects are subject to respectful security search.

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4. Any material having a concentration of 1% or more of any ingredient for which a CAS number is listed in section two of the Material Safety Data Sheet or specifically identified as hazardous by the ACA or by the fire safety officer shall be controlled (i.e., body oils or incense).
5. Inmates may wear headgear which is in keeping with the security practices of the institution. All religious clothing or other accessories are subject to search at any time for security purposes.
6. Inmate Organizations: Religious preference or affiliation shall not be the basis for an inmate organization, fund raising by sales or activities, or trust fund accounts. (See Policy #503.01.)

D. Group Worship and Study:

1. The chaplain shall schedule appropriate group worship and study opportunities to meet the needs of inmates. The groups shall be inclusive and be led by chaplains or volunteer leaders. The leaders must agree to teach the central and inclusive doctrines common to the major faith group without degrading or impacting upon the tradition of others in a negative way. Individual inmate needs or traditions specific to a particular faith group may be met by individual visits with clergy of each inmate's denomination.
2. All groups will be led by a volunteer or supervised by the chaplain or designee. Inmates will not be placed in a position of religious leadership or authority over other inmates.
3. The chaplain shall develop and maintain an up to date religious activity schedule and shall ensure that information about various opportunities for religious activities shall be available to all inmates. Group worship and study shall be conducted only in the designated places and times.
4. The chaplain shall conduct an annual religious and pastoral care needs review or survey and adjust religious programming accordingly.
5. Religious worship and study groups shall be open to all inmates unless such participation is limited to maintain the order and security of the institution. Inmate attendance shall be voluntary.
6. The integrity of worship space shall be maintained at all times. The chapel has been designated as a place of worship and should not be used for searching or detaining inmates except in emergency situations.

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7. Worship leaders may bring in sacramental or liturgical expendable materials, as approved by the warden, but must take out the unused portions when they leave the worship service. Any material having a concentration of 1% or more of any ingredient for which a CAS number is listed in section two of the Material Safety Data Sheet or specifically identified as hazardous by the ACA or by the fire safety officer shall be controlled (i.e., wine, body oils, incense). Note: Sacramental wine shall be diluted to less than 1/2 of 1% alcohol by volume in accordance with T.C.A. 57-3-101.
8. Volunteer clergy leading group worship may wear their religious vestments and/or insignia, except in those cases where potential danger may be present to the safety and/or security of the participants or institution.
9. Inmates may carry their personal property rugs to religious services for use as prayer rugs.
10. Memorial services may be conducted for deceased inmates or staff and shall be coordinated by the chaplain.
11. Extra worship services may be scheduled to accent special observances, religious holidays, and fasts. These activities may be conducted by the chaplain or volunteers.
12. Inmates in administrative or punitive segregation may not participate in religious group worship and study group activities. Compatible inmates in protective custody may participate in religious worship and study groups with other protective custody inmates if approved by the warden/designee. (See Policy #506.16 and #9506.16 for privately managed institutions.) All segregated inmates may receive visits from the chaplain and clergy. Segregated inmates may possess religious literature and objects in accordance with Sections VI. (C)(2) and (3) of this policy.

VII. ACA STANDARDS: 3-4300, 3-4454 through 3-4463.

VIII. EXPIRATION DATE: May 15, 2003.